



Granite Town Media

Advisory Committee

Meeting Minutes

26 Sept 2013

Present: Dave Alcox, Tim Finan, Kevin Federico, Andrew Jeffery, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Rosie Deloge, Kevin Drew

Guests:

Call to Order:

Meeting called to order 6:05 PM

Minutes

Minutes approved with corrections, unanimous (Andrew moved, Tim seconded).

Old business

Comcast activated 3rd channel August 23rd. Being used as bulletin board event channel.

JBL speakers have been mounted in Town Hall Auditorium.

School Board wanted clarification about request by home schooler to use the Educational channel we discussed at our last meeting.

1. GTM is not in a position to train people in video production. If home schooled student wants to learn he/she will need to sign up for one of the video production courses offered at the high school/ATC just like any other student.
2. Educational content produced outside personnel must meet the same policy requirements as if it was created by a school employee.
3. Ultimately it is the responsibility of the Superintendent as to what is broadcast over the education channel.

New Business

Kevin Federico replaced Mark Fougere of Board of Selectmen representative.

Mike is working with [American T-Shirt](#) here in Milford to create embroidered design for polo shirts based on GTM logo. Mike presented design at meeting and will move forward

ordering shirts. Once that is complete he will order baseball caps, table skirt and plastic banner to promote GTM.

Mike will be doing his annual department review at the October 14th BoS meeting.

Equipment Rack

Discussed pros and cons of moving server rack, now located at the high school, to Town Hall as part of the renovation. From a work flow perspective Mike will have direct access to equipment for all three channels. When live events originate at the high school feed will override the normal origination of the Education channel from Town Hall, in the same manner that today events that originate at Town Hall override the High School feed.

There was some concern about noise generated by the equipment. This is mainly a problem when the rack doors are open and can be reduced significantly by ducting HVAC air directly through the rack.

There will be a significant reduction in Mike's travel time once the equipment is moved to Town Hall.

PSAs

Mike did a walkthrough of the new Ambulance facility now that internal partitions are up.

GTM will cover highlights of the upcoming Pumpkin festival.

Library, GTM, and second waste water treatment facility PSAs are still TBD.

Camera

The second camera is in use giving GTM the ability to cover two simultaneous sporting events. Mike currently has enough production staff and budget to cover the additional events. Terry Toland, TV production teacher at the high school, is evaluating students for Mike if he needs to increase staff.

Audio Mixer

The new audio mixer should arrive August 27th and will be used for school board and school budget committee meetings. Once new mixer arrives the old one will be installed in Town Hall auditorium to support non-GTM activities.

Committee coverage

Conservation Commission added to GTM meeting coverage.

C.A.S.T. PSA

Dave's daughter, Amanda Alcox, is producing a number of public service announcements under the auspices of C.A.S.T. [Community Action for Safe Teens](#) and the [Milford Boys and Girls](#) club. Amanda will attend our next meeting to discuss the PSAs about nutrition and substance abuse.

BoS Policy

Discussed the Board of Selectmen Policy # 2013-001 “Administration of Commissions, Committees, and Special Boards.” GTM is largely in compliance with the new guidelines and have amended our By-Laws to reflect the required changes.

The definition of “unacceptable meeting” seems a little confusing and the “Hard Copy” retention requirement will be difficult for typical board to meet. Tim will follow up with Gary Daniels to go over the details. The document ought to be a helpful in setting standards for the many boards and commission in town.

Officer Election

Pursuant to the new BoS policy GTMAC election date was moved from Sept to March. The terms of the existing officers was extended to March 2014 by unanimous vote (Dave moved, Andrew second).

Upcoming Meeting:

24 Oct 2013 6 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 7:40 PM, (Dave moved, Joe Seconded)

Respectfully submitted: Tom Schmidt